

## **Byron Museum Board of Commissioners**

### **Regular Meeting – Minutes**

**Tuesday, December 13, 2022**

The regular meeting of the Byron Museum of History was called to order at 6:35 p.m.

**Roll Call:** Commissioners Present: Randy Stukenberg, Jim Hess, Brenda Crabel, and Jim Eisfeller Commissioners, and Cynthia Storz

Also Present: Executive Director Marian Michaelis

**Action Item #1 Approve Agenda:** Motion by Commissioner Storz to approve the agenda, seconded by Commissioner Hess and unanimously approved by the commissioners in attendance by voice vote.

**Action Item #2 Approval of Regular Meeting Minutes of November 2022,** Motion made by Commissioner Eisfeller to approve the minutes as presented, seconded by Commissioner Hess. Motion was unanimously approved by the commissioners in attendance by voice vote.

**Discussion Item #3 Approval of Expenses:** Motion made by Commissioner Hess to approve the expenses as presented and file the financial report for audit, seconded by Commissioner Eisfeller. Motion was unanimously approved by the commissioners in attendance by roll call.

#### **Director's Report:**

- 1 Correspondence: Ogle County Board of Review assessment appeal.
- 2 Festival of Trees: We had 455 visitors on December 2<sup>nd</sup> during Miracle on 2<sup>nd</sup> Street.
- 3 Audit: We've received the final draft of the auditor's report and you've all had a chance to review it.
- 4 Capital Projects: Last week MWGR continued installing the exhibit elements. Engine Studio continued installing the AV affects and the monitor is up. We have invoices from Engine and Dorfman to pay. I have also received a new quote for printing the window graphics \$2,975. They would like a day over 35 degrees (the warmer the better) to install them, so we are discussing phases of installation. We expect the test image to go in this week.

The NTF Sign project is done and I will request \$10,000 reimbursement ASAP.

(See expense reports for grants)

**Action Item #4 Audit:** A motion to approve auditor's report for FY 2022 was made by Commissioner Eisfeller, seconded by Commissioner Hess, and unanimously approved by the commissioners in attendance by roll call vote.

**Action Item #5 Closed Session:** A motion to enter into closed session at 7:28 p.m. was made by Commissioner Hess, seconded by Commissioner Storz, and unanimously approved by the commissioners in attendance by roll call vote.

**Action Item #6 Closed Session:** A motion to come out of closed session at 7:49 p.m. was made by Commissioner Hess, seconded by Commissioner Eisfeller, and unanimously approved by the commissioners in attendance by roll call vote.

**Action Item #7 Personnel:** A motion to award annual holiday bonuses to three staff members and adjunct curator totaling \$3,300 was made by Commissioner Storz, seconded by Commissioner Hess, and unanimously approved by the commissioners in attendance by roll call vote.

**Action Item #8 Personnel:** A motion to increase the three part-time staff members hourly rate by \$1 and hour and award the director a performance bonus of \$7000 was made by Commissioner Hess, seconded by Commissioner Eisfeller, and unanimously approved by the commissioners in attendance by roll call vote.

**Action Item #9 Adjournment:** A motion to adjourn at 7:58 p.m. was made by Commissioner Hess, seconded by Commissioner Crabel, and unanimously approved by the commissioners in attendance by voice vote.

Submitted by Secretary Crabel